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ABSTRACT

The ability of the school administrator to schedule teachers' and students' time so that each receives the most from each school day has become an essential skill. This book has been prepared for school administrators at the elementary and middle school levels who need appropriate management techniques for scheduling students into classes. Chapter 1 describes how the instructionally related issues of students' needs, effective teaching practices, staff development, and special populations relate to scheduling. Chapter 2 details the impact of change on schools and outlines steps for successfully bringing about reform. Chapter 3 discusses the many scheduling-related issues with which a principal must be concerned and presents the advantages and disadvantages of various scheduling programs. The process involved in creating a master schedule is described in chapter 4. The final chapter strives to meet the scheduling-related needs of the elementary principal. Sixteen figures and an index are included. Appendices contain a list of computer programs with scheduling features and answers to frequently asked questions about scheduling. (Contains 124 references.) (LMI)

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